

# O A-BCIG HIGH SCHOOL HANDBOOK

Welcome to OABCIG High School. We hope that you take advantage of the many opportunities we will provide you over the course of your high school career. We encourage you to be involved in as many activities as possible. We offer a wide variety of activities, and hope that you will find a few that spark an interest. We have been fortunate to experience some success locally and statewide over the past few years of sharing and we anticipate this success to grow. We ask that whatever activities you choose, that you do your best to be successful, for yourself, and your teammates.

We ask that you respect your teachers, your classmates, and yourselves.

Have a great year!

**OABCIG High School Directory**

Larry Allen .....	.AD
Linda Bates .....	FLEX Associate
Kathryn Beyke .....	Art
Morgan Boger .....	Math/Flex
Pat Brodersen .....	Custodian
Kurt Brown .....	Business
Steve Brown .....	Social Studies
Cristina Buse .....	Science
Megan Chizek .....	Math
Travis Chizek .....	Math
Sheri Conover .....	Resource Associate
Megan Dooley .....	Guidance Counselor
Melanie Eason .....	Resource Associate
Erik Eisele .....	Spanish
Ashley Foreman .....	Language Arts
Kari Hadden .....	Business
Byron Hartwig .....	Industrial Tech
Tyler Johnson .....	Social Studies
KariAnn Jurgenson .....	Language Arts
Vicki Linman .....	Kitchen
Susan Lund .....	Para/STC
Susan Maass .....	Math/Science
Benjamin Mauritz .....	Instrumental Music
Jeff Miesner .....	PE/Weights
Patrick Miller .....	Principal
Tessa Mittag .....	Agriculture
Andrea Nielsen .....	.FCS
Randy Nieman .....	Social Studies
Jeff Nollen .....	Custodian
Kaye Otto .....	English
Jacob Pedersen .....	Vocal
Mary Renze .....	Food Service Director
Shelly Schiernbeck .....	Para - FLEX
Carol Sadler .....	Science
Heather Spetman .....	Language Arts
Donna Rasmussen .....	Resource Teacher
Nicole Taylor .....	Resource Associate
Tasha Tromp .....	Secretary
Sharon Uhl .....	Para
Julie Weeda .....	Technology
April Wells .....	Special Ed/At Risk
Cindy Wilcke .....	Library Associate
<b>Falcon Academy Flexible Education Program</b>	
April Newquist-Wells .....	Director
Linda Bates .....	Para
Shelly Schiernbeck .....	Para
<b>District Nurse</b>	
Tiffany Lindberg .....	School Nurse
<b>District Maintenance</b>	
Roger Walter .....	Maintenance Director
<b>District Transportation</b>	
<b>Kim Bleckwehl .....</b>	<b>Transportation Director</b>

## **RESPONSIBILITIES**

1. The parents/guardians of each child bear the primary responsibility for the development and maintenance of acceptable behavior on the part of their child.
2. In a school setting, it is the responsibility of school personnel to assist the parents by:
  - a. Organizing to provide an opportunity for student self-control and self-direction
  - b. Organizing to prevent situations that may lead to disorder or the need to exercise arbitrary authority
  - c. Taking reasonable actions to develop and maintain appropriate student behavior whenever students are at school sponsored activities
  - d. Communicating and cooperating with parents/guardians in the development of plans and procedures to influence behavior in a positive direction
  - e. Exercising an awareness of the influence of school personnel on young people
3. In a school setting, it is the responsibility of the students:
  - a. To attend school daily, except when excused, and to be on time to all classes and other school functions
  - b. To pursue and attempt to complete the course of study prescribed by the state and local school authorities
  - c. To make necessary arrangements for making up work when absent from school
  - d. To assist the school staff in running a safe school for all students, staff and visitors
  - e. To be aware of all school rules and regulations and conduct themselves in accordance with them
  - f. To be aware of and comply with state and local laws
  - g. To recognize the responsibility to provide information to assist the school staff in resolving disciplinary problems
  - h. To protect and take care of the school's property and to respect the property of others
  - i. To dress and groom to meet reasonable standards of safety, health and decency
  - j. To express oneself in a manner that is not offensive, slanderous, or demeaning to others

## **ATTENDANCE**

OA-BCIG Schools are committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected and are essential for success in school and life. Learning to participate in group discussions, developing an appreciation for the rights and abilities of others, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to an absence can never be adequately replaced.

Research studies demonstrate a positive correlation between good attendance records and good achievement in school. Further, students with a lower absence rate tend to develop a more responsible attitude, to display more satisfaction with school, and to achieve greater success in school endeavors. It is the parents' responsibility to ensure that their children attend school on a daily basis. A student's habitual absence does reflect on parents and their feelings about school. If parents do not feel school is important, neither will their children. A complete record of absences and tardies is kept as part of the student's permanent record. It is usually one of the first items an employer asks about.

### **DRESS CODE (Board Policy 502.1)**

An individual's dress and grooming have a substantial effect upon his/her performance either in school or on the job. The well-groomed student is prone toward better schoolwork and behavior. The dress code applies to any and all classes at any site.

Any worn item that distracts from or disturbs the educational process is prohibited. Students who are not dressed properly may be sent home to change. Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate.

Shirts/tops are expected to cover the torso of the body. Undergarments should not be visible at any time during the school day. Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but not limited to this. The administration

reserves the right to judge what is appropriate. Students will either change, or be given a different shirt/shorts to wear if they are in violation.

## **STUDENT CONDUCT**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior, in the opinion of the staff and/or administration, shall be subject to discipline. Inappropriate behavior includes behavior that disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, or expulsion.

## **STUDENT CONDUCT/BEHAVIOR AT EXTRA-CURRICULAR EVENTS**

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities.

- At indoor events, students should remain seated while the event is in progress.
- There should be no running around or playing games in the cafeteria for inside events.
- We expect appropriate dress and behavior at all events.
- We expect all students to demonstrate the Falcon Core beliefs of Leadership, Integrity and Pride

## **LEAVING THE BUILDING**

No student is to leave the school building or grounds at any time during the school day without permission from the office secretary or principal. If a student needs to leave school because of illness, they need to be checked and cleared by the principal or office secretary, who must first get parental permission. Failure to sign in and/or out will result in the student being truant. Students will not be permitted to go home for forgotten items; however special permission can be given with approval by parents.

## **TRUANCY/SKIPPING**

Any student who is absent from school without parental/guardian knowledge or permission will be considered truant/skipping, and will be subject to disciplinary action.

## **PROFANITY/OBSCENE GESTURES**

Profane and obscene language or gestures are forbidden. This includes words or gestures that are gross, vulgar, offensive, or derogatory to an individual or group. Offenders to this rule will be subject to disciplinary action. Using obscene language or gestures to a staff member will result in a suspension.

## **SUSPENSION PROCEDURES**

### **In-school**

1. All in-school suspended students will be assigned a seat in the office area or other area as assigned by the principal.
2. Students will be expected to complete all homework assigned to them during a suspension. Teachers should visit with suspended students during their preparation period.
3. Students are not to speak to suspended students without permission.
4. Suspended students will not eat lunch with other students.
5. Students failing to comply with the terms of the in-school suspension will be given additional suspension days.
6. A conference may be held before the student is readmitted to class.
7. Loss of activity eligibility as determined by the principal.
8. Students will not be counted absent from class during the suspension.

### **Out-of-school**

1. Students are to complete all homework assigned during a suspension. It is the student's responsibility to make arrangements through the office to receive homework.

2. Students failing to comply with the terms of an out-of-school suspension will face possible expulsion.
3. A conference is to be held before the student is readmitted to school.
4. Students serving out-of-school suspensions will not be eligible for school activities.
5. Students will not be counted as absent from school during the suspension.

### **SUSPENDABLE VIOLATIONS**

Since it virtually impossible to list every violation and every consequence, the principal shall use his/her own discretion and judgment on violations that are not listed in the handbook. In certain situations, the discipline policies may warrant changes under the discretion of the principal. When a student is suspended, due process rights will be followed. Depending on the violation, law enforcement officials may be contacted, and a Good Conduct Policy violation may also be incurred.

The following violations fall under the classification of those calling for suspension of 1 to 10 days. The principal can recommend a longer suspension period to the superintendent. These violations are of a nature that, if they are tolerated, a stable and secure learning environment for all is not possible.

1. Alcohol, Drugs, Tobacco ~The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or “look-a-like” substances. Possession or use of tobacco, alcohol, or controlled substances by individuals under the age of eighteen, and all students regardless of age on school property, or any activities sponsored by the school, is strictly forbidden. E-cigarettes are prohibited as well.
2. Fighting ~Fighting in the building, on school property, or at a school-sponsored activity is forbidden.
3. Insubordination ~Acts of defiance involving refusal to conform to school rules and regulations, profane or obscene language, refusal to comply with the request or direction of school personnel, and boisterous conduct that disturbs the orderly operation of the school, are prohibited.
4. Truant/Skipping ~This act is regarded as serious due to the fact that during the school year, being a student is the occupation of the individual enrolled in school. Punctual and regular attendance is to be expected.
5. Theft or Damage to Personal or School Property ~If a student is apprehended in connection with this violation, return of the item(s) in the same condition as when taken will be expected, in addition to the suspension. When this is not possible, payment for the stolen item(s) at a fair cost figure will be assessed in addition to the suspension.
6. Gang Activity~Starting a gang or being a member of a gang, which distracts or disrupts the educational process, is prohibited.
7. Habitual Violator~A habitual violator may be suspended upon repeated offenses.

### **REMOVAL FROM CLASS**

When a student is dismissed from class for discipline reasons, the first offense may result in a conference with the student, the principal, and the teacher before that student is readmitted. A half-hour detention is to be served with the teacher. A second offense may result in suspension from the class with a conference being held with the student, the principal, the teacher, and the parent. A third offense may result in the student being dropped from the class for the semester and receiving no credit for the class. The student will be put in study hall, or sent to the Alternative school to allow for credit recovery.

### **DUE PROCESS RIGHTS-STUDENTS**

When violations of statutes, regulations, or school rules require the disciplining of a student, the following elements of procedural due process will be present:

1. The student will be provided with accurate information regarding rules and regulations, either in written form or through verbal instruction by teachers or administrators.
2. The student will be made aware of the specific behaviors giving rise to any proposed penalty or disciplinary action.
3. The student will be offered an opportunity to express his/her views to the decision-making authority regarding the incident.

### **EXPULSION PROCEDURE**

Students shall conduct themselves in accordance with board policy, “Student Conduct.” Students who fail to abide by that policy may be expelled from school.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. It

shall be within the discretion of the board to discipline a student depending on the nature of the offense and the circumstances surrounding the offense. The principal shall keep records of expulsion in addition to the board's records.

1. When a student is recommended for expulsion by the board, the student shall be provided with:
  - a. Notice of the reasons for the proposed expulsion.
  - b. The names of the witnesses and an oral or written report on the facts to which each witness will testify.
  - c. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf.
  - d. The right to be represented by counsel.
  - e. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student will be provided with the following procedures:

1. Determine whether the student is actually guilty of the misconduct.
2. A staffing team should determine whether the student's behavior is caused by the student's handicap and whether the conduct is the result of inappropriate placement. Discussions of this meeting should be recorded.
3. If the handicapped student's conduct is not caused by the handicap, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the district's expulsion hearing procedures.
4. If the misconduct is caused by the handicap and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.
5. If a change in placement is not recommended, a determination must be made as to how to cope with the student in the future.

## **WEAPONS**

The boards believe weapons, other dangerous objects and look-a-likes on school district premises cause material and substantial disruption to the school environment. They may also present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects or look-a-likes. Weapons, other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous object or look-a-like shall be notified of the incident. Confiscation of weapons, dangerous objects or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Weapons, dangerous objects and look-a-likes confiscated under this policy shall be turned over to law enforcement officials.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons; other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, and barbiturates, apparatus used for the

administration of controlled substances, alcoholic beverages, tobacco, e-cigarettes weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student anywhere on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

## **INTERNET**

Guidelines to Student Internet Access at OA-BCIG (Full Technology Agreement later in handbook)

The OA and BCIG Districts are offering our students Internet access. It will be offered to each of you when you return the consent form signed. If you do not return the signed form, if you have other school forms not turned in, or your parent/guardian indicate that they do not want you to access the Internet, then your access will be denied.

You should be aware that the Internet was designed as an open environment in which almost anyone with access can post whatever they want, and have done just that. A majority of the sites available are highly respectable and of value from a research point of view, which is why we are making this tool available. We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites

We do expect that the students of OA-BCIG will hold themselves to a higher standard of conduct and use their Internet access for an educational research tool. With that in mind, the following guidelines are being set down and they may be amended as the need arises:

1. The use of the network is a privilege and may be taken away due to violation of board policy or regulations. As a user of the Internet, you may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. You should adhere to online protocol:
  - a. Respect and follow all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system only long enough to get needed information, and then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. You shall not intentionally access, download, or send any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations.
4. If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.

Violation of these guidelines or allowing another student to access the school's network and/or the Internet using your account shall be subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

First Offense: Loss of Internet access for up to one week at the discretion of the supervising teacher.

Second Offense: Loss of Internet access for four weeks.

Third Offense: Loss of Internet access for a minimum of nine weeks.

## **HUMAN GROWTH AND DEVELOPMENT**

Students in grade levels one through twelve shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use. This will include the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources, prevention and control of disease; communicable diseases, including sexually transmitted diseases and acquired immune deficiency

syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternative activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study. If you wish to view the material prior to presentation to students, please contact the building level principal.

### **EMERGENCY PROCEDURES**

The building principal and staff will evaluate all emergency procedures. The principal's office will document all drills and any comments. Any student who is hearing or physically impaired, or who otherwise cannot comply with the intent of the signal will be given these directions through an appropriate alternative form of communication. Their classroom teacher will assist students who are unable to comply with the directions because of a disability. In classrooms where there is one or more staff members to assist students with disabilities, assignments for assisting individual students will be made by the classroom teacher. Staff members are made aware of the location of fire alarms and fire extinguishers and how to use them.

### **GOOD CONDUCT POLICY**

The purpose of the Good Conduct Policy is to encourage every student to take responsibility for his/her actions. It is also intended to serve as a deterrent, which discourages students from engaging in illegal activities.

OA-BCIG has established standards for all students. Students who violate the provisions of the Good conduct Policy will be subject to penalties. This policy applies to student conduct both in and out of school and year round.

Co-curricular activities are offered as an option and a privilege. OA-BCIG encourages participation by our students in co-curricular activities. Such participation is an important aspect of a complete and well-rounded education, even though it is not a graduation requirement. A student's participation in co-curricular activities shall be revoked only after a fair and impartial application of the guidelines of this policy.

This policy covers the following activities: Athletics, Instrumental and Vocal Music Performances (not including Concerts by Concert Band, and Concert Choir as this is one assessment in the student's grade), Jazz Band, Drama Productions, Speech Contests, Quiz Bowl, all honorary and elected offices (e.g. Homecoming Court Class Officers, Student Council, etc.), Cheerleading, Drill team, Mock Trial, and any other school activity where the student represents the school (district) outside the classroom.

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## **II. GOOD CONDUCT POLICY**

### **A. VIOLATION OF POLICY**

**ITEM 1:** Determination of a violation will be based upon: admission by the student, conviction by a court of law, or investigation by school administration (any student who, after a hearing before the administration, is found more likely than not, to have violated the Good Conduct Policy, will be subject to consequences as outlined in this policy). This investigation may include a report from law enforcement regarding pending charges. All reports from sources other than law enforcement, juvenile court, etc. are to be in writing and made in a timely fashion. School Administration can make a binding determination on whether the student committed a violation of the good conduct policy regardless of whether the student is actually charged or convicted in the court system.

**ITEM 2:** This policy pertains to all students in grades 7-12. Students are subject to the Good Conduct Policy once they complete 6<sup>th</sup> grade. Any offense of the Good Conduct Policy committed after the completion of the 8<sup>th</sup> grade will be treated as a first offense. Infractions will accumulate throughout a student's high school career.

**ITEM 3: COMPLETION OF SEASON PROVISION:** A student serving a suspension must complete the season in which the suspension is being served as a member in good standing. For example: A student/athlete who has previously only been a participant in volleyball violates the Good Conduct Policy in December. She elects to go out for track so as not to be suspended from volleyball. Her suspension will occur in track. However, she must complete the track season in good standing, meaning that she must attend all practices during that season, must not be removed from the team for any reason, and must remain part of the team until the season (tournament or regular season depending upon the sport) concludes. If she does not comply the games/weeks served will not count, and the suspension will need to start at the beginning of the next activity they are involved in. Students are expected to attend every practice during a suspension, while there may be an occasional need to miss for things such as a doctor appointment, this will not be allowed to be a regular occurrence.

Suspensions that cannot be fulfilled due to the lack of remaining scheduled contests shall carry over to the next activity in which the student participates. If the student does not fulfill the requirement with the subsequent activity, suspension time will still need to be fulfilled at a later date before student is eligible again.

**ITEM 4: APPEAL PROCESS:** The building principal will be the person to make the initial investigation, and make a ruling. Should the student wish to challenge the principal's ruling, subsequent appeals would be to the superintendent and then the Board of Education. During the appeal process, the student's suspension will remain in effect. The initial appeal to the Superintendent must be made within 7 days of the decision of the principal's notification of the student and parent. An appeal to the Board Of Education must be made within 7 days of the decision of the Superintendent.

### **ITEM 5: CONTINUUM OF CONSEQUENCES**

**FIRST OFFENSE AND SUBSEQUENT OFFENSES:** A Category B violation will move the student 2 steps on the Category A Violation List from where they are currently placed. Category A and B are not mutually exclusive. Each offense will move student along the continuum of consequences. For example; A student who violates the policy with a 1<sup>st</sup> Offense Category A violation, then incurs a 1<sup>st</sup> Offense Category B violation would be moved to the 3<sup>rd</sup> Offense Category A consequence. A student who receives a 1<sup>st</sup> Offense Category B violation, then is charged with a 1<sup>st</sup> Offense Category A violation would be subject to 3<sup>rd</sup> offense Category A. Each offense builds upon the previous offense regardless of category.

## **A. CONSEQUENCES FOR VIOLATIONS OF THE GOOD CONDUCT POLICY**

**CATEGORY A:** Committing simple misdemeanor violations as defined by Iowa law (except for minor traffic violations, curfew and DNR violations), including illegal use, purchase and possession of alcoholic beverages and use, possession or purchase of tobacco products. Also, “gross misconduct” which is defined as conduct unbecoming a student at school or at school activities, this could include, but is not limited to, the use of offensive, racist or vulgar speech, bullying or harassment aimed at another person. Also, damage or destruction or theft of school property not exceeding \$300.00 in value would be a Category A violation.

Possession of alcohol includes being at a location or in a vehicle where alcoholic beverages are being illegally consumed. But, a student who has no prior knowledge of the presence and use of the illegal alcohol and takes reasonable steps to remove themselves from the situation as soon as possible shall not be considered in possession for purposes of this policy.

A student of any age using or possessing tobacco shall be in violation of this policy. For the purpose of this Good Conduct Policy e-cigarettes will be considered the same as a tobacco product.

**FIRST OFFENSE:** 2 weeks ineligibility from the date the incident is reported to the office. A minimum of 2 activities missed. Five hours of community service outside the school (Sheriff’s Office, Ministers), and complete the Eligibility Form.

**SECOND OFFENSE:** 6 weeks ineligibility from the date the incident is reported to the office. A minimum of 6 activities missed. Ten hours of community service, a parent/student/ administrator meeting prior to regaining eligibility. Elected positions are suspended for one calendar year.

**THIRD OFFENSE:** 9 weeks of ineligibility from the date the incident is reported to the office. A minimum of 10 activities missed. Twenty hours of community service. A parent/student/ administrator meeting prior to regaining eligibility. Elected positions are permanently suspended.

**FOURTH OFFENSE AND SUSEQUENT OFFENSES:** Suspension for one calendar year from all activities.

**BLATANT CAUSE:** Bringing illegal substances such as alcohol/tobacco/drugs, onto the school’s campus or having them in school vehicles, on trips, or at other school sponsored events, or attending any school sponsored event while under the influence of alcohol/tobacco/drugs is considered a blatant disregard for school rules and the Good Conduct Policy. 1<sup>st</sup> Violation - Student is moved directly to 2<sup>nd</sup> offense status – Category A following their first offense. 2<sup>nd</sup> Violation would result in suspension for one calendar year, from all activities.

**CATEGORY B:** Committing violations of Iowa law, which constitute serious, or aggravated misdemeanors or felonies and damage or destruction or theft of school property exceeding \$300.00 in value. Also, illegal use of controlled substances including use, possession, purchase or selling of said substances and the possession of “drug paraphernalia” as defined by Iowa law, O.W.I. and “zero tolerance” violations (defined as .02 but less than .10 of 1% of alcohol in the blood by weight or any amount of a controlled substance in the blood) and illegal use or possession of alcoholic beverages on school property or at school activities.

**FIRST OFFENSE:** 6 weeks ineligibility from the date the incident is reported to the office. A minimum of 6 activities missed. Ten hours of community service, a parent/student/ administrator meeting prior to regaining eligibility. Elected positions are suspended for one calendar year.

**SECOND OFFENSE:** 12 Weeks of Ineligibility, Minimum of 10 activities missed, 20 Hours of community service, Parent/Student/Administrator meeting, prior to regaining eligibility, elected positions suspended for one calendar year, Counseling through an approved program.

**THIRD OFFENSE:** Suspension for One (1) Calendar year, from all activities.

**FIRST OFFENSE AND SUBSEQUENT OFFENSES:** Will move the student 2 steps on the Category A Violation List from where they are currently placed.

**GUIDELINES:**

Any students who commits an offense and is placed under the supervision of Juvenile Court Services or who receives a deferred judgment or sentence shall be considered in violation of the Good Conduct Policy.

If a student is found to be in violation of the Good Conduct Policy while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Policy, the consequences remain in effect until the suspension period has expired.

Elected positions would include, but not be limited to, Homecoming Court, Student Council, Class Officer, Prom Server, etc.

**School Pictures**

Each year individual pictures are taken of all students by a professional photography. Package prints are available from the photographer. **All transactions are between the parent and the photo company, NOT the school.**

**Waiver of Student Fees**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under the open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

**District Wide Grading Scale**

OA and BCIG School Districts use a common grading scale as follows:

A = 100-93	A- = 92-90	
B+ = 89-86	B = 85-83	B- = 82-80
C+ = 79-76	C = 75-73	C- = 72-70
D+ = 69-66	D = 65-63	D- = 62-60
F = 0-59		

With the exception of college level and AP courses

**CONDUCT AND BEHAVIOR**

The basis for a high school education is to prepare the student for the demands of the adult world, its challenges and its problems. Foremost among these challenges is respect for the rights and property of every other individual. As a student at OA-BCIG High School, you are expected to have the self-discipline required to accept the rights of all other individuals with whom you are dealing. All students will have the basic responsibility to see that their conduct will reflect credit to their school, the staff and themselves. All personnel employed by the school district have the authority to correct misconduct at any time. All school activities are considered to be extensions of the school day, regardless of the location, so regular school policies dictate your behavior.

Disciplinary action will be taken against students for any behavior that is disruptive or violates the rights of others or for breaking rules and regulations.

Disciplinary action for violations may include, but is not limited to:

1. Letters or phone calls to parents informing and warning both the student and parents of a problem.
2. A conference with parents, students, teachers, and administrators to discuss the issue(s).
3. Removal from class.
4. Loss of eligibility in activities as determined by the principal.
5. Paying for damaged or stolen property.
6. A combination of in-school and/or out-of school suspension with other penalties to be enforced with

it.

7. Expulsion from school for the semester or for the school year.

NOTE: The principal may vary disciplinary action depending on circumstances.

### CONSEQUENCES

Minor Offenses	Detentions
Serious Offenses	In-School Suspension (1-5 days)
Major Offenses	In or Out-of-School Suspension (1-10 days)
Expulsive Offenses	Out-of-School Suspension and recommendation to the Superintendent for expulsion

Exceeding five (5) offenses resulting in suspension in a year could result in a recommendation to the school board for expulsion for the remainder of the semester. The following list is just that, a list, and is not intended to be all-inclusive. It would be impossible to list all potential inappropriate behavior violations. The principal will use this list as the basis for judgment in dealing with any inappropriate behavior.

### CONSEQUENCES—TYPES

<b>Examples of MINOR OFFENSES</b>	<b>Examples of SERIOUS OFFENSES (1-5 days)</b>	<b>Examples of MAJOR OFFENSES (1-10 days)</b>	<b>Examples of EXPULSIVE OFFENSES</b>
Tardiness	Truancy or “skipping” — see truancy under attendance policy	-Use of profanity or obscene gestures directed at any school personnel	Possession and/or sale and/or use of a controlled substance on school premises
Inadvertent use of profanity	Not serving doubled detentions	-Possession or use of alcohol on school premises or at events (Including under the influence)	Indecent exposure/sexual promiscuity
Study hall misconduct	Fighting — chose not to evade fight	-Fighting — started fight	Repeated truancy
Removal from class	Insubordination to school personnel	-Threatening school personnel	Exceeding five (5) suspensions in and out of school
Running, pushing and shoving in halls	Accumulation of three detentions	-Harassment- sexual or otherwise including bully-type behavior and/or threatening other students	Stealing, defacing, or damaging school property or the property of others while on school property (\$50 or more in value)
Failure to have a pass	Stealing, defacing, or damaging school property or the property of others at school (under \$50 value)	-Hazing/initiation of classmates	Physical assault on school personnel
Improper address of teacher, administrator, etc.		Possession or use of tobacco or e-cigarettes on school premises or event	Bringing a firearm to school
Dress code violations (see policy)			Possession of weapon or dangerous object

## **DISPLAY OF AFFECTION**

Public displays of affection beyond holding hands will be considered as being unacceptable conduct. Parents will be contacted if students persist in such displays. Detentions may be given.

## **DETENTION**

Detention time will vary depending upon the issue. It is to be served with the individual teacher or office depending on who issues the detention. All detentions must be served within two (2) days. Other time arrangements shall be at the discretion of the teacher. Detentions take priority over all extra-curricular activities. If the detention is not served in the allotted time, then it doubles, the doubled detention needs to be served in two days. If it is still not served, the student will serve a one day In School Suspension (ISS).

## **HALL PASSES**

Students are to have a pass when in the hallways.

If a student wishes to see a teacher during a study hall period, the procedure to be followed is:

1. The student is to get a pass from the teacher before coming to the study hall. This pass must contain the time for the visit, plus the teacher's signature
2. After the tardy bell has rung and roll has been taken, the study hall teacher will give permission to those students who present pass slips to leave study hall.

Upon completion of the work in the classroom, the student is to return to the study hall and show the study hall teacher the pass with the other teacher's signature.

## **HALL CONDUCT**

Students are expected to pass between classes with a minimum amount of noise. Loitering is to be kept to a minimum.

## **HAZING AND INITIATION**

Students are expected to respect each other. Any form of underclassmen initiation will not be permitted. Upperclassmen are not to degrade or ridicule underclassmen.

## **Regular BELL SCHEDULE**

1 <sup>st</sup> hour:	8:25-9:08
2 <sup>nd</sup> hour:	9:11-9:54
3 <sup>rd</sup> hour:	9:57-10:40
4 <sup>th</sup> hour:	10:43-11:26
5 <sup>th</sup> hour:	11:28-12:38 A, B and C Lunch
6 <sup>th</sup> hour:	12:41-1:24
7 <sup>th</sup> hour:	1:27-2:10
8 <sup>th</sup> hour:	2:13-2:56
Success:	2:59-3:29

## **PARKING LOT PROCEDURES**

In order to ensure maximum student safety the following regulations are in effect.

1. Students are to park only in the east parking lot
2. Bicycles, motorcycles, and mopeds are to be parked on the sidewalk by the HS baseball field.
3. Students are not permitted to be in the parking lot area during the school day without permission from the office.
4. Students are to drive cautiously and defensively while on the school grounds.
5. Student trucks, cars, mopeds, and motorcycles are to use extra caution and allow buses the right of way when they leave.
6. Students are not to park in the designated fire lane or handicapped parking areas.
7. Cars and trucks are to park in a north-south position.
8. No vehicle is to park on a center island or curbing.
10. Driving a vehicle to school is a privilege - not a right.

Violation of any parking lot procedures may result in one of these consequences:

- Warning to student and parent
- In-school suspension
- Loss of parking lot privileges.

## **CARDS, GAMES, RADIOS, CELL PHONES, ETC.**

Cards, cell phones, etc. are not allowed to be used at school except when given explicit permission. Cell phones can be used during lunch, in the cafeteria, during passing time between classes or at the permission of the classroom teacher.

## **LIBRARY**

Treat books with care so that many students may enjoy them. Do not take books from the library without checking them out with the librarian or library aide. Always return your books on or before the due date. Newspaper articles are not to be cut out unless permission is given by the librarian.

## **LOCKERS**

Each student will be assigned a locker which is to be kept neat, clean and closed at all times. Padlocks are prohibited. School officials will cut off unauthorized padlocks if necessary. Lockers are the property of the school district and are on loan to the students. Therefore, they are subject to inspection by school staff members at any time for a reasonable cause, without the presence of the student. Students are expected to keep their books and valuables in their lockers. Anything inside the locker which displays prohibited substances, contains profanity, or shows people in various states of undress will not be allowed. No unauthorized items are to be on the outside of the locker doors. Students are responsible for paying for damages to their locker. If you would like your locker to be locked you will need to contact the office.

## **LOST AND FOUND**

Articles found should be taken to the office. All cases of stolen property should be reported to the teacher in charge or the office secretary. The school is not liable for any student item stolen at school or at a school related function. Found items that are not claimed will be given to Mid-Sioux at the end of the quarter.

**SEMESTER TESTS:** Semester tests will be administered in most classes as a final assessment. Failure to take, or skipping, these tests could result in a no-credit for the semester. Students who are not on time for tests will not be allowed to take tests at that time and need to reschedule.

### **LUNCH**

The noon hour is closed. Students are to eat in the cafeteria. While students are encouraged to eat school lunches, they may bring their own lunch. Students will not be permitted to leave to pick up food from the restaurants, etc. Food is not to be delivered from restaurants, etc. Lunch money should be given to the Food Service Director either before school or during lunch. Students will be notified when their account is running low. Students who are below \$10 in the hole may be given an alternative menu, which could include sandwich, vegetable and milk. **Parents – please inform the school if you are bringing food for more than your own child.**

### **STUDY HALL**

The following rules will be observed:

1. Speaking privileges: only with permission of study hall supervisor
2. Students must have permission of the supervising teacher to leave the study hall to go to:
  - a. restrooms (one male and one female at a time)
  - b. classrooms (must have a pass from that classroom teacher ahead of time or contact the teacher via phone or email)
  - c. library (must have a pass from the librarian, library aide, or a teacher requiring your use of the library)
  - d. counselor (must have a pass from the guidance office)
3. Students are expected to bring homework, paper, and pencil or pen to study hall. Do not expect to return to your locker for forgotten items. Also, magazines or newspapers may be checked out from the librarian.
4. Clean table and pick up debris around the table before leaving the study hall at the end of the period.
5. The supervising teacher shall determine what student behavior is acceptable.
6. Students who cannot discipline themselves in study hall will be subject to disciplinary action.
7. Students are to sign in and out of study hall.
8. Study hall supervisors have the authority to adjust these rules and make changes.

### **SUPERVISION OF STUDENT ACTIVITY**

Every student activity must be supervised in order to be held as a school activity. Therefore, any student who is unsupervised will be asked to leave the premises. For example, the cheerleaders must be sponsored during their practice just like a student who lifts weights must be sponsored. “Sponsored” means that a school staff member is present to observe, instruct, and otherwise supervise.

### **TEACHER'S WORK ROOM**

The teacher's workroom is off limits to students at all times. If you must see a teacher, you are to knock on the door.

### **TELEPHONE CALLS**

Students may use the school office phone **ONLY** after first obtaining permission from the secretary or principal. Students receiving telephone calls will have a message placed in the office window. Only in an emergency will the student be called to the phone. Students' can use cell phone in office with permission.

### **School To Career**

School to Career job placements is contingent upon completing the STC (School to Career) course and will be part of the School to Career Program.

### **CHEATING**

It is hoped students would be of strong enough character that they would not cheat. However, if a student chooses to cheat on a quiz or exam it may result in disciplinary action to include but not necessarily limited to the following: (1) conference with the student, parent, teacher and principal; (2) testing or retesting of student knowledge /skills in the area(s) where the cheating took place; (3) adjusted grade. Incidents of cheating on homework and/or daily work assignments may be subject to appropriate action as determined by the teacher.

### **CLASS AUDIT/REPEATING A COURSE**

A senior may, at the teacher's approval, be allowed to take a course for audit (no grade). No credit will be given, but the report card will denote the audit. Auditing needs to be declared at the beginning of the course (first two weeks). The student must complete all assignments and take quizzes or tests involved. If a student receives a D or F in a class, the student may repeat that semester. The new grade and the previous grade will be averaged to determine the final grade.

### **COLLEGE REPRESENTATIVES**

Various colleges call at our school, and any senior interested may be given time to visit with the college rep. Passes are to be obtained from the counselor and signed by the classroom teachers for the time of visitation. Teachers are to be given a two-day notice of this visitation request. Juniors may request in-school visitations. The counselor will decide if your intentions are serious.

### **COLLEGE VISITS**

Two days may be given any junior or senior to visit a college campus considering enrolling at an institution. Approval of the counselor is necessary. All work should be made up prior to the absence.

### **COURSE CHANGES**

No student will be allowed to change his/her schedule without permission from the parents, counselor, involved teachers and advisor. There is an add/drop form available from the counselor. Changes are to be made prior to the start of the semester. After these deadlines if a parent or student requests a course to be dropped, the student will receive



an “F” or no credit for the semester.

### **EARLY GRADUATION**

Where graduation is desired before a student has completed eight (8) semesters of high school, a request is to be filed with the counselor, principal and superintendent at least one (1) semester in advance of that time. Final approval can only be given by action of the Board of Education.

### **GRADING AND REPORT CARDS**

Grades are an evaluation on what you have learned. They become a part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in your high school records. **We only record them... you earn them. Semester tests are required, if you choose to skip them you may fail the course.** No transcript may be released without the written, or oral, consent of (a) the parent, when the student is not 18 years of age, (b) the student, once he/she is 18 years of age or older.

### **INCOMPLETE GRADES**

All incomplete work must be made up 10 school days after the quarter/semester ends or the student receives zeroes. The only exception to this is 4<sup>th</sup> quarter. All grades must be finalized/made up by the last day of the 4<sup>th</sup> quarter. All seniors must have work completed by their scheduled final day of classes. Special circumstances may be considered by contacting the principal in advance for possible exceptions.

### **GRADUATION REQUIREMENTS**

Forty-six credits are needed to graduate of which two credits for four years of physical education will be recognized. Music classes will be given 1 credit per semester. A total of 8 music credits can be applied towards graduation. One credit is given for each course that meets 1 period per day for 5 days per week, for an entire semester of 18 weeks. Exceptions to this rule follow: A student must be enrolled in 7 Courses plus PE; this could include Band, and Choir.

Course requirements are as follows:

- 8 credits or 4 years of English or Language Arts
- 6 credits or 3 years of Social Studies (beginning with class of 2010)
- 6 credits or 3 years of Science (beginning with class of 2010)
- 6 credits or 3 years of Mathematics (beginning with class of 2010) 2
- credits or 4 years of Physical Education
- 1 credit or 1 semester of Health
- 1 credit or 1 semester of Technology
- 1 credits or 1 semester of Personal Finance
- A minimum of 14 electives are needed.

No student will be allowed to go through graduation exercises without successfully completing requirements as stated in board policy.

## **COMMENCEMENT**

Any student who has met the requirement for graduation, and who follows the rules set by the administration, will be allowed to participate in commencement ceremonies. If a student fails to participate in commencement ceremonies, the student shall still receive his/her final progress report and diploma for completion of graduation requirements.

## **HONOR ROLL**

Criteria for Honor Roll

SILVER HONOR ROLL: 3.00 – 3.66

GOLD HONOR ROLL: 3.67 – 4.0

- Classes not included in Honor Roll: PE, EBCE, STC Work Experience, classes taken for college credit only, classes taken at an alternate educational site, Flex-Net Courses, CNA, Health Occ.
- C- or any grade below that in any area keeps student off honor roll
- INC may keep student off published honor roll, if INC is made up within the two-week period that is given to complete and grade(s) are satisfactory, honor roll status will be given
- Student must have at least four regular education grades eligible for honor roll
- If a student takes an AP course, the weighted grade is NOT figured in to Honor Roll

## **GPA**

1. Figured at the end of each semester
2. Students moving into our district are assigned a previous GPA based on grades they have earned from the previous school(s) and using our GPA scale.
3. Only AP Grades Apply for weighted grades – student must finish the entire year and take the exam at the end of the year to qualify for the weighted grade – “C” and above weighted.
4. Classes not included in GPA: PE, STC Work Experience, EBCE, classes taken at an alternative educational site, Flex Net Courses, CAN, Health Occ.

## **WEIGHTED GRADES**

Juniors and Seniors are recorded the same: Students are assigned the weighted grade at the end of the first and second semester (this can be adjusted if requirements for a weighted grade are not met).

## **WEIGHTED GRADING**

The following classes are eligible for the weighted grading scale: All AP Courses.

To receive a weighted grade, students must meet the following requirements:

1. Must enroll in the advanced placement courses(s) for an entire academic school year. (Should the student withdraw before the end of the academic year, the grade(s) will be determined on a 4.0 grading scale.)
2. Must earn a (C) or better on their semester grades in their advanced placement course.
3. Must take the advanced placement examination for the course(s) if enrolled in AP US History, AP Chemistry, AP Calculus, AP Biology, AP English

Students enrolled in advanced placement classes will receive their weighted credit at the end of each semester. However, the student must continue in the advanced placement

class (es) AND take the advance placement examination to receive the weighted grade. The weighted grade will be used only when calculating a student's cumulative grade point average (GPA) and is not applicable when computing other grading issues, i.e. honor roll, etc.

**GPA GRADING SCALES**

4.0 SCALE	GRADE	WEIGHTED 5.0 SCALE
4.00	A	5.00
3.67	A-	4.67
3.33	B+	4.33
3.00	B	4.00
2.67	B-	3.67
2.33	C+	3.33
2.00	C	3.00
1.67	C-	
1.33	D+	
1.00	D	
.670	D-	
.000	F	

**ACADEMIC LETTER**

Must earn an "A" or a "B" for both semesters in each class within one school year. Any grade below a "B" ("B-"disqualifies) excludes from the award.

**HONOR CORDS**

Based on 4 years cumulative GPA

Medallion: 3.75 and above (also receive Gold Honor Cord)

Gold: 3.67 to 3.74

Silver: 3.25-3.66

**POST-SECONDARY ENROLLMENT OPTION**

Students in grades 9-12 may receive academic credits toward graduation for enrolling in and completing courses taught in post-secondary educational institutions. All Junior and Senior students are eligible, as well as TAG students in grades 9 and 10. Interested students should register through the guidance counselor and courses shall be approved on a case-by-case basis. Course costs up to \$250 will be paid by the school district. However, if a student fails a course, the student is responsible for the cost of the course and must reimburse the district. Courses must be completed within the OA-BCIG academic year. Those courses completed outside the academic year will not be reimbursed. Students must register for fall courses by May 1 and for spring courses by October 1 of each year (the exact date may vary depending upon college course materials, and the guidance counselor)

**DANCES**

The principal must approve all school dances at least three weeks in advance. Dances are to be held on Friday or Saturday nights. Cleaning up after the dance is the responsibility of the organization sponsoring the dance. At least two teachers must be present at the dance to help chaperone, and the names of those teachers are to be turned in to the

principal at least two days prior to the dance. Once the student leaves the building they will not be readmitted to the dance. Dances are only open to students in grades 9 through 12 (no middle school students). All school rules apply at a dance. Any exceptions to the above must be made by the principal.

### **PROM**

The junior class shall raise money, as approved by the administration and sponsors, for the purpose of presenting the annual Junior-Senior Prom. A banquet may be served where juniors, seniors, and faculty may be invited. Juniors and seniors may invite guests from outside of the school (high school or older) to the prom by placing their name on a guest list, which is to be kept by the junior class sponsors. The class member is responsible for their behavior. All funds left over after expenses are paid will be carried forth to the next year's senior class. Juniors are responsible for cleaning up after the prom. If held on a Friday a student must be in school all day or they will not be allowed to attend prom.

### **STUDENT PUBLICATIONS**

Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school.

Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school sponsored publications. Publication advisors, along with the principal, will determine the time, place and manner for the distribution of student publications.

### **ATTENDANCE**

#### **TEN DAY ABSENCE POLICY**

A student in grades 9-12 shall be required to attend each class a minimum of **ninety percent (90%)** of the days during a semester in order to receive graduation credit for that class. Failure to meet this minimum may result in an incomplete grade for the course work.

The limits noted below are calculated for classes that meet on a daily basis. For those classes that meet on other than a daily basis, students will be required to be present and participate **ninety percent (90%)** of the time for each unit or activity involved. An unexcused tardy will be assigned when the student is late for a class without an excused pass from another teacher or from the office.

Absences which are due solely to hospitalization, or illness confirmed by medical personnel will not be counted in the ten (10) day limit if parents immediately provide the school with a written doctor's excuse which lists the specific dates in question. Other absences that will not count on the ten (10) day limit include approved school activities; school suspension; or funerals. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category.

All other absences, whether they are considered excused or unexcused, will count toward the ten-day limit.

### **TEN (10) ABSENCES**

When a student accumulates ten (10) absences to any class during a semester, he/she will receive written notification of his/her status. Special needs students will be referred to their staffing teams. Once a student reaches ten (10) absences, he/she may choose one of the following options:

1. The student may, with teacher's permission, choose to remain in the class on an **AUDIT** basis with no credit given, so long as the student's presence in the classroom is not disruptive to the educational process.
2. The student may choose to be **TRANSFERRED** to a study hall upon approval of the school administrator. Students choosing this transfer, and who are failing, will receive an "F". Students not failing will receive "NC".
3. The student may **APPEAL** for a **CONTRACT** with the teacher to earn credit. The student must meet with the teacher and complete an appeal form that may be obtained from the teacher or the high school central office.
4. The student may request an **APPEAL** of the **NUMBER** of absences.

#### **The Appeal Process is as follows:**

A student and/or his/her head of household may request a hearing of the OA-BCIG High School Appeal Board concerning any administrative enforcement of the Attendance Regulations which would result in the loss of credit for class.

Students on an IEP who exceed the ten (10) day limit will be referred to their staffing teams.

To request an appeal, the student and/or his/her head of household shall contact the High School Principal or Secretary. If further appeal process is necessary, a written notice of appeal should be filed with the OA-BCIG High School Appeal Board within three (3) days after the contested notification of his/ her failing status. Appeal forms may be obtained from the high school central office.

During the processing of the student's appeal, the student shall be allowed to remain in his/her class. Unless reversed or altered, the contested action shall become effective and enforceable upon the abandonment of the appeal process by the student and/or his/her head of household or upon the confirmation of the OA-BCIG High School Appeal Board. The OA-BCIG High School Appeal Board shall consist of one administrator, one counselor, and three classroom teachers. No classroom teacher of an appealing student shall be a member of the Appeal Board. Primary judgment concerning the reasonableness of excuse rests with the administrator.

### **TRUANCY/SKIPPING**

There may be issues where credit for the day or part of a day on which the truancy occurs will be impossible to make up. The following will be used in truant situations:

**FIRST TRUANCY:** One day of in-school suspension, disciplinary report sent home, contact made with the parent.

**SECOND TRUANCY:** Two (2) days of in-school suspension, disciplinary report sent home, conference with the student, parent and the principal.

**THIRD TRUANCY:** High school principal may make expulsion recommendation or

recommend placement at FLEX Ed Center. Other options deemed appropriate will be considered on a case-by-case basis.

### **REQUESTS TO LEAVE**

Parents should telephone the principal's office before 9 a.m. if the student is supposed to leave the school during any period of the day, stating the time student is to leave and the reason for leaving. A telephone call is the preferred way to obtain a pass and then no written notification is necessary.

Students are responsible for picking up passes and for presenting the passes to the teacher before reporting to the office and following the sign out procedures required of all students who leave the building. Leaving the building without following the proper procedures will be considered truancy.

### **“YELLOW SHEET”**

The Permit to be Absent form, known as the “Yellow Sheet”, needs to be picked up at the office, filled out and returned to the office before a student is absent. If a student fails to return the form, the absence will be counted as unexcused. The “Yellow Sheet” is needed for co-curricular activities, college visitations, school-sponsored field trips, and when a student knows in advance they are going to be absent. Yellow sheets must be turned in by 4:00 the day PRIOR to a student being gone. If the yellow sheet is not turned in a student will not be allowed to attend a school-planned activity.

### **EXCUSE VERIFICATION**

In the event the principal feels it is necessary to verify an excuse given for an absence, the principal may take appropriate steps to do so.

### **STUDENT WRITTEN EXCUSES**

When a student is an emancipated minor or of majority age (18 or older), and is not residing with the student's parents or guardians, or is married, the student may write his/her own note without parental or guardian verification. The principal is to be notified in advance, by student and parent, of these situations.

### **TARDIES**

All teachers will monitor student tardies. When a student is tardy, the teacher will inform them of the tardy, and how many tardies they currently have. Upon reaching three tardies a student will serve a detention with the appropriate teacher. First hour tardies will be treated differently upon reaching 6 per semester. At that time a student serves an ISS.

### **REPORTING AN ABSENCE**

When a student is absent from school, the parents/guardians are to call the office by 9:00 a.m.

### **AFTER AN ABSENCE**

When a student returns to school, the student **MUST** have a note from home stating the reason for the absence, or the office **MUST** receive a phone call from the parent/guardian. It is very important that the school maintain accurate records. The note will be placed in the student's attendance file. No parental note or telephone call within 24 hours may

result in the absence being unexcused.

### **UNEXCUSED ABSENCES**

Students may receive a zero for work missed because of an unexcused absence in some cases. The following are examples of situations that would be unexcused. This list is not to be considered as all-inclusive.

1. Shopping
2. Tanning
3. Car trouble
4. Oversleeping
5. Personal errands
6. Haircuts/beautician appointments
7. Missing the bus
8. No parental note or telephone calls within 24 hours of absence
9. Senior Pictures
10. Others, as determined by the principal

**NOTE:** While parents have the right to determine whether or not a student will miss school, **SCHOOL OFFICIALS HAVE THE RESPONSIBILITY OF DETERMINING IF THE ABSENCE WILL BE EXCUSED OR UNEXCUSED.**

Absences which are unexcused are those which have not been properly excused by the parent AND the school official.

### **EXCUSED ABSENCES**

Students with excused absences will be allowed to make up work. Students are allowed the number of days absent plus one-day to make up work. It is the student's responsibility to obtain the makeup work and to have it completed on time. Make up work that is not completed or turned in to the instructor within the stated limit may not receive credit.

Examples of excused absences would include:

1. Illness
2. Dental appointment with dentist's note
3. Legal appointments, must be approved in advance
4. Work at home if approved in advance
5. Family emergency
6. College visits by juniors or seniors

Whenever you are unsure if an absence will be excused, please call the high school office.

### **ATTENDANCE - SCHOOL SPONSORED ACTIVITIES**

Students who wish to practice or participate in school sponsored activities must be in attendance by noon and stay in school until it is time to leave for the event or until the end of the school day, whichever comes first, unless excused by the principal. **Other extenuating circumstances must be cleared in advance with the principal.**

## **ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

To be eligible to take part in any activity involving other schools or a public performance, a student must earn a passing grade in all subjects from the previous semester.

If a student is not passing all subjects at the end of the first semester, he/she will be placed on the ineligibility list for **30 consecutive calendar days** in the activity in which the student is a participant. This definition shall not apply to a student starting the 9<sup>th</sup> grade.

At the end of a grading period that is the final grading period in a school year, a contestant in interscholastic activity who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic activity for the **30 calendar days** following the end of the final grading period. Students must complete the season in good standing to abide by the rule.

Performances **required** for a particular subject will require alternative grading in lieu of a public performance.

Students will continue to be subject to the "Mid Term Policy". Progress reports will be gathered and sent home at the mid-point of every quarter. Students who are failing any class at progress report time will be ineligible for a 7-day period running from 8:30 Monday morning, to 8:30 Monday morning. If they have raised their grade to a passing level they will be eligible to compete at that time. If not, they will remain ineligible for another 7 days. Students who receive an F at the end of a quarter will be ineligible for 7 days (Monday Morning to Monday Morning).

Students receiving an incomplete when progress reports are due will also be deemed ineligible. They will become eligible immediately upon completing missing work and earning a passing grade.

## **CONFLICTS WITH TWO ACTIVITIES**

In the event that two, or more, activities fall on the same day the following guidelines will be used:

1. State/District/Conference events take precedence in that order. a.  
Conference would mean a conference wide event, such as track/volleyball/basketball/wrestling/softball/baseball tournament play. This could also include Conference Quiz Bowl/Speech etc. (this would not include the Conference Indoor Track Meet).
2. Varsity events take precedence over JV/JVR/Freshman activities.
3. Regularly scheduled activities take precedence over re-scheduled activities.  
Students do not have a choice in these instances and are expected to attend the regularly scheduled event.
4. If two activities are 'equal' in terms of the above criteria, the student and his parents will make the decision as to which event will be attended.

NOTE: If a question exists as to which activity a student should participate in, the principal or sponsors/coaches of these activities may have input if the integrity of the program is at stake.



\*\* A spirit of cooperation is expected amongst adult coaches/sponsors. We all should feel that our activity is important, but need to understand that all coaches feel that way. We share students, and need to work together to provide a positive experience for all.

### **CELL PHONE POLICY**

Cell phones are not to be used without permission during the school day (8:20-3:29), with the exception of during a student's lunch period in the cafeteria and passing time between classes. In the classroom cell phones should be turned off and put away. Students should place phone in backpack, bag, or pocket. They should not be out unless instructed by staff member. If student is using their phone without permission it should be taken and brought to the office where student can pick up at the end of the day. The use of picture capturing technology is strictly prohibited in locker rooms, restrooms and any time during the school day. Students can request to use cell phone in office with permission.

### **FACEBOOK**

Students should be aware that pictures found on Facebook, or other similar sites can be used against students in Good Conduct Policy issues.

### **DISTRIBUTION OF MATERIALS**

Students and citizens have the right to freedom of speech. However, these rights are limited inside the schoolhouse. Anyone wishing to distribute material that is outside the normal routine of the school day needs to clear both the message, and the method of sharing that message with the building principal. Information pertaining to allowable messages and appropriate methods of distribution can be found in Board Policy 508.

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

## **DISTRIBUTION OF MATERIALS REGULATION**

### **I. Guidelines.**

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of

character or of a person's race, religion, gender, disability, age or ethnic origin);

6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

## II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

## DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

- (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
- (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

2. "Minor" means any person under the age of eighteen.

## DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
  - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

### V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

## **OA-BCIG Technology and 1:1 Student Responsible Use Procedures Agreement**

The OA & BCIG School Districts understands that technology is a critical tool in the pursuit of your child's education. OA-BCIG encourages students to use a variety of technologies to enhance their learning and engage him/her in the world both now and in the future.

When signing the Responsible Use Procedures, you are acknowledging that you understand and accept the information in this document and the Technology Handbook. You further agree to the OA & BCIG School Districts Responsible Use Procedures and Terms and Conditions for Device Usage.

OA & BCIG students and families understand that:

1. All users of the OA & BCIG networks and equipment must comply at all times with the district's Acceptable Use Policy. This policy is found under District-Board Policy 605 series which is available on the district web site, <http://www.oabcig.org/pages/district-policies>
2. Devices are available for student use and remain the property of OA-BCIG.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by OA & BCIG staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all OA & BCIG devices whether on or off the school campus.
7. All files stored on OA-BCIG equipment or the network are property of the districts and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
16. Any failure to comply may result in disciplinary action. OA-BCIG may remove a user's access to the network or device without notice at any time if the user is engaged in any unauthorized activity.
17. OA-BCIG reserves the right to confiscate the property at any time.

## **EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY**

**It is the policy of the *Odebolt Arthur and Battle Creek-Ida Grove School Districts* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact**

***Doug Mogensen***  
***O-A Elementary Principal***  
***600 South Maple Street***  
***Odebolt IA 51458***  
***[712-668-2827](tel:712-668-2827)***  
***Email: [dmogensen@oabcig.org](mailto:dmogensen@oabcig.org)***

***Alan Henderson***  
***BCIG Elementary Principal***  
***403 Barnes Street***  
***Ida Grove IA 51445***  
***[712-364-2360](tel:712-364-2360)***  
***[ahenderson@oabcig.org](mailto:ahenderson@oabcig.org)***

This agency shall provide program activities, a curriculum and instructional resources, which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The Affirmative Action Coordinator for both districts:  
NAME: Alan Henderson, Elementary Principal, BCIG Community Schools  
OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445  
PHONE NUMBER: (712) 364-2360  
OFFICE HOURS: Monday-Friday, 8-4



## Table of Contents

1:1 Technology Policy .....	31
Academic Eligibility .....	24
Academic Letter .....	19
After and Absence .....	22
Anti-Discrimination/Equal Opp .....	32
Attendance-School Sponsored.....	23
Attendance .....	3
Attendance Policy .....	20
Bell Schedule .....	13
Cell Phone Policy .....	25
Cell Phones/Cards/Games .....	14
Cheating.....	16
Class Audit/Repeating a Class.....	16
College Representatives .....	16
College Visits .....	16
Commencement .....	18
Conduct and Behavior .....	11
Conflicts with 2 Activities .....	24
Consequences .....	12
Course Changes .....	16
Dances .....	19
Detention .....	13
Display of Affection .....	13
Distribution of Materials .....	25
Dress Code.....	3
Due Process Rights .....	5
Early Graduation .....	17
Emergency Procedures .....	8
Excuse Verification .....	22
Excused Absence .....	23
Expulsion Procedure.....	5
Facebook.....	25
Good Conduct Policy .....	8
GPA .....	18
GPA Scale .....	19
Grading and Report Cards .....	17
Grading Scale .....	11
Graduation Requirements .....	17
Hall Conduct.....	13
Hall Passes.....	13
Hazing and Initiation .....	13
Honor Roll .....	18
Human Growth and Development.....	7
Incomplete Grades .....	17
Internet.....	7

## Table of Contents

Leaving the building .....	4
Library .....	14
Lockers .....	14
Lost and Found .....	14
Lunch .....	15
Parking lot procedures .....	14
Post Secondary Enrollment Option ..	19
Profanity/Obscene Gestures .....	4
Prom .....	20
Removal from Class .....	5
Reporting an Absence.....	22
Requests to Leave Building .....	22
Responsibilities.....	3
School Pictures .....	11
School to Career .....	16
Search and Seizure .....	6
Semester Tests .....	15
Staff Directory .....	2
Student Conduct .....	4
Student Conduct Extra Curricular .....	4
Student Publications .....	20
Student Written Excuses.....	22
Study Hall .....	15
Supervision of Student Activity .....	15
Suspendable Violations .....	5
Suspension Procedures .....	4
Tardies .....	22
Teachers Work Room.....	16
Telephone Calls .....	16
Truancy Consequences .....	21
Truancy/Skipping .....	4
Unexcused Absence.....	23
Weapons .....	6
Weighted Grades .....	18
Weighted Grading .....	18
Yellow Sheets .....	22

